

5 March 2008



## JOB VACANCY

### **Assistant Accountant/Accountant**

**Location:** Christies Beach South Australia

**Date:** 05-03-2008

**Residency:** Not required

**Pay Rate:** \$40k - \$50k pro-rata + Health Insurance + Superannuation

**Job Type:** Permanent

### **Description:**

- **Christies Beach location, close to transport**
- **Established company in an exciting new industry**
- **Flexible working hours (25 – 30 hours per week).**

An exciting opportunity has arisen to participate in the growth of the Wind Prospect Group of companies. Wind Prospect has participated in the construction of 74 wind farms across the UK, Ireland and Australia, and provides procurement and project management services to a wide variety of clients. With increasing demand for its services, the Wind Prospect team is seeking an experienced Assistant Accountant/Accountant professional to provide the financial reporting for its Australian and New Zealand companies.

### **Key Duties**

- Produce a set of financial accounts, from input of source documents to journal entries, for multiple companies in Australia and New Zealand.
- Comply with taxation requirements for each entity. Including BAS, FBT and Payroll.
- Monthly reconciliations to ensure the integrity of the financial information.
- Ensure that sales invoices are raised and collected in a timely fashion and debts are reconciled and paid in accordance with our credit arrangements.
- Preparation of monthly management reporting.
- Manage relationships with all stakeholders of the Group.
- Assisting the Company Secretary as required.
- Create or maintain ISO documentation relating to the accounting processes.

WIND PROSPECT PTY LTD

PO Box 389 Level 1, Beach House, 20 Beach Road • Christies Beach • South Australia • 5165 •

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### **Candidate Profile**

- Qualified Accountant through degree and/or experience.
- A team player with a short-sleeves approach to problem solving.
- Good knowledge of “Quickbooks” preferred.
- Enjoys working to tight deadlines with a willingness to learn and attention to detail.
- Requires flexible working hours ie school hours.

Please send all CVs to:

Phaedra Reynolds  
Company Secretary  
Wind Prospect Pty Ltd  
PO Box 389  
Level 1, 20 Beach Road  
Christies Beach 5165  
[phaedra.reynolds@windprospect.com.au](mailto:phaedra.reynolds@windprospect.com.au)

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